



LEA Calendar Application

User Manual

Arizona Department of Education
School Finance Division
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<http://www.ade.az.gov/schoolfinance/>

Version 1.0
Last Updated: April 23, 2001

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INTRODUCTION

In accordance with A.R.S. §15-1042.B. by July 1, 2001 Local Education Agencies' (LEA) will be required to submit their data electronically, in order to receive funding, for costs of educating students. Student Accountability Information System (SAIS) LEA Calendar will play a critical role in calculating aggregate membership and attendance from individual records. The implementation of the LEA Calendar component is integrated with the Student Database. A calendar may be associated with any type of entity. If the dependent entity (e.g. school) operates by its own specific calendar, it will have to submit that calendar. Otherwise the calendar of the parent entity (e.g. District/Charter Holder/Private School) will be used by the Student Database. Private Schools will also required to submit a calendars. The LEA calendar application is on the Common Logon (<http://www.ade.az.gov/commonlogon>) and a username and password is needed. All superintendents have been given access to Common Logon. To obtain a user name, password, and application permission, the entity administrator should use LEA Profile to add contacts, and Request Logins to give permissions to contacts. Both of these applications are under the Common Logon. Any questions regarding Common Logon should be directed via e-mail to enterprise@ade.az.gov or contact Regional Training Center at <http://www.ade.az.gov/rtc>.

Any questions regarding use of this document or LEA Calendar application should be directed via e-mail to msalina@ade.az.gov or 602 542-8797 at School Finance, Arizona Department of Education.

LOGON

LEA Calendar requires Netscape Navigator 4.0 or Internet Explorer 4.0 or higher for optimum performance.

Logon onto the Internet and Arizona Department of Education Home Page

<http://www.ade.az.gov/>. At the top of the page click on “ADE System’s Common Logon.”

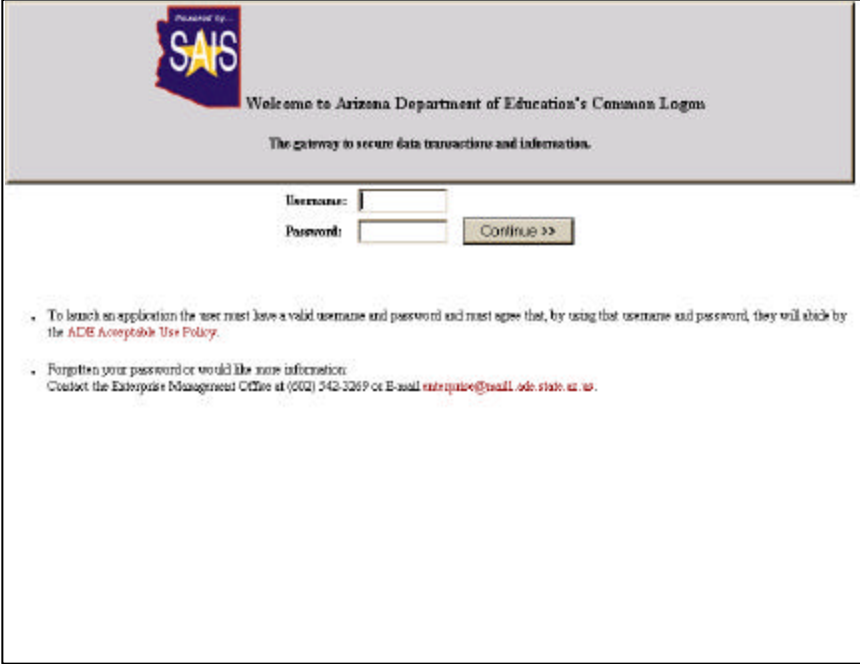


Fig 1. ADE Home Page

COMMON LOGON AND PASSWORD

Common Logon requires a single user name and password for every parent entity user. This password should not be shared with other users.

Enter Username and Password. Click on the “*Continue*” button to proceed.



Powered by
SAIS

Welcome to Arizona Department of Education's Common Logon

The gateway to secure data transactions and information.

Username:

Password:

- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Forgotten your password or would like more information:
Contact the Enterprise Management Office at (602) 543-3269 or E-mail enterprise@saail.ade.state.az.us.

Figure 2. Common Logon Page

CALENDAR APPLICATION

In order to continue with the LEA Calendar: Place cursor on “*LEA Calendar*” and click.

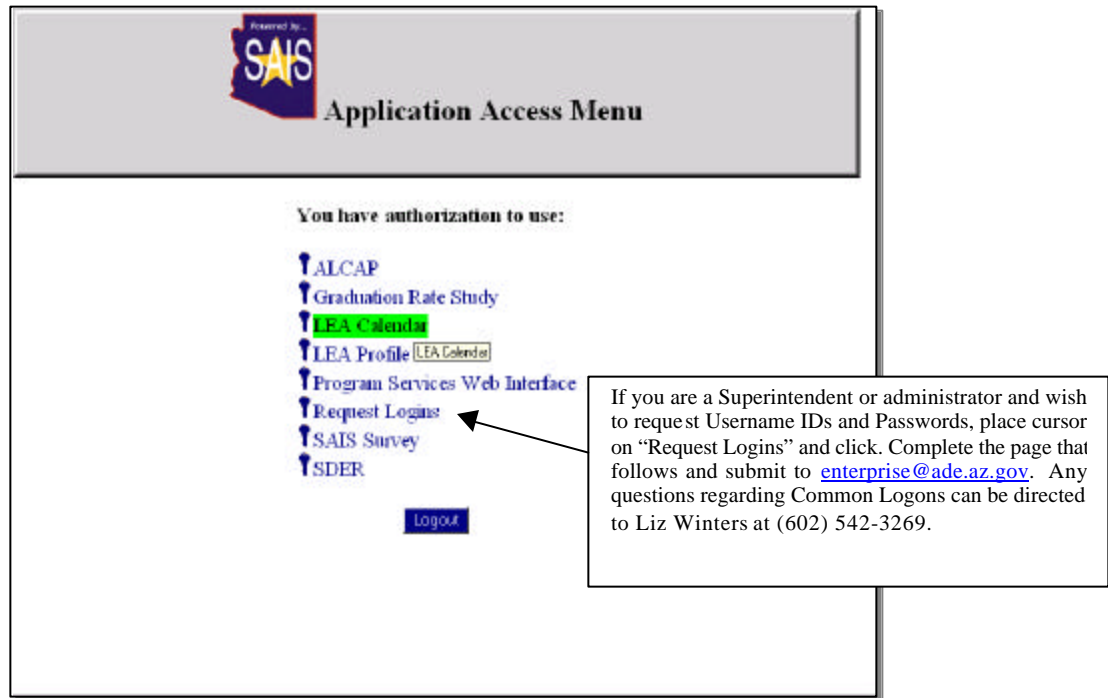


Figure 3. Application Access Menu

Superintendents and/or administrators are encouraged to update their contact e-mail list regularly. This list is the first means of communication between ADE and LEAs. You can check this list by utilizing the “*LEA Profile*”

SUBMITTING PARENT ENTITY CALENDAR

As previously mentioned parent entities will be required to submit their calendars before dependent entities. Dependent entities that are on the same time frame as parent entities will not be required to submit a calendar. If dependent entity's schedule differs from the parent entity then the dependent entity must activate a calendar. All entities must have completed and submitted their LEA Calendars before July 1, 2001.

Based upon your Username and Logon ID this will drive what School/District will default. Place your cursor on "GO" and click to continue.

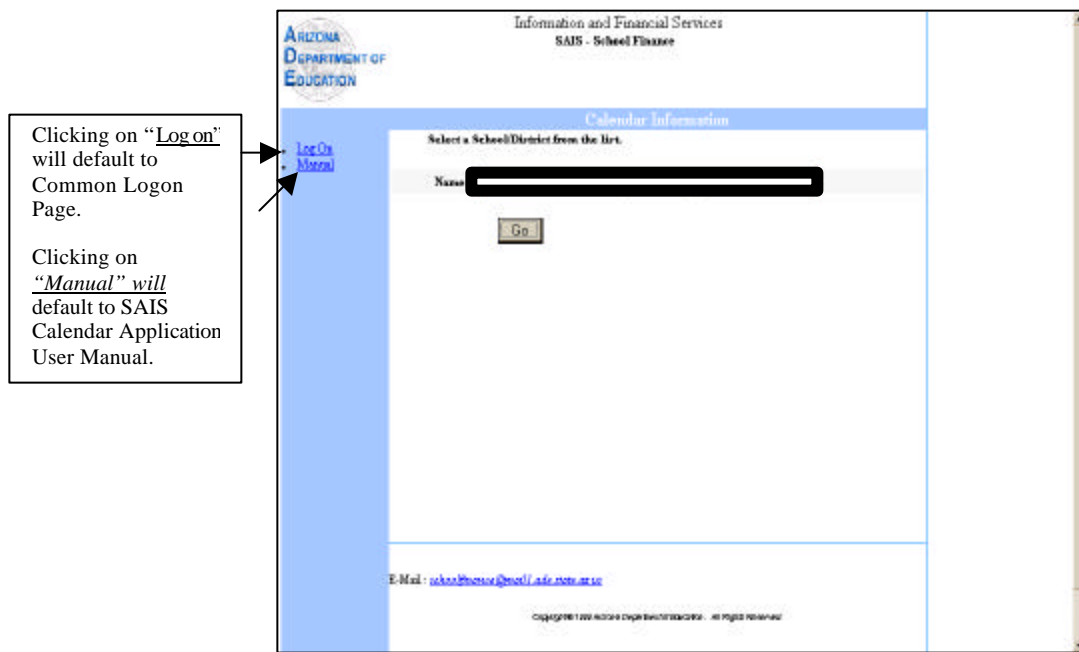


Figure 4. LEA School Page

A. Calendar Options

There are two components to the LEA Calendar Application. This is the Detail Calendar and the Summary Calendar. The Summary Calendar is an outline view of days schools will not be in session. Holidays have already been programmed into the system and can be seen in the Summary Calendar. Also days that have been keyed into the system indicating school not in session will be viewed in the Summary Calendar. The other component of the LEA Calendar is Detail Calendar. This component is where the calendar is build. The first screen of building entities' calendar is option page. This screen allows the following options: **Fiscal Year**, **Track Number** (1 thru 4), **Information** (Summary or Detail Calendar), and **Month**.

- A. Fiscal Year: 2001-2002 will be the selection for this coming year.
- B. Track Number: Parent entities will not have a Track Selection. 'NA' automatically defaults.
- C. Month: The display window will show a 12-month period. When accessing this page July will always default. Click on the drop down arrow to select a month other than July.
- D. Information: Detail Calendar will default when accessing this page. The other choice is Summary Calendar.

Select the appropriate options and click on the "GO" button.

The screenshot shows a web application window titled "Information and Financial Services SAIS - School Finance". The main content area is titled "Calendar Information". On the left, there is a sidebar with "Log On" and "Main" links. The main form contains the following fields:

- CTD: [Redacted]
- Entity Name: [Redacted]
- Select the following Information:
- Fiscal Year: 2001/2002 (dropdown)
- Track number: N/A
- Month: August (dropdown)
- Information: Detail Calendar (dropdown)
- Go button
- Footnote: * Select Month if Selecting Detail Calendar Information
- E-Mail: schoolfinance@doe.az.gov

Figure 5. Option Page

This page will appear when there is not a calendar in the database. Parent entities need to add a calendar before their dependent entity will be allowed to either inherit the parent entity's calendar or create a calendar of their own.

Place Cursor on the “Add Calendar” and click.

The screenshot shows a web application window titled 'Information and Financial Services SAIS - School Finance'. The main content area is titled 'Calendar Information'. It contains a form with the following fields:

CTDS Name:	<input type="text"/>		
Fiscal Year:	2000/2001	Month:	July
Track Number:	N/A	Days In Session:	0

Below the form, the text reads: 'No Calendar Information Found. You can add new calendar information.' Below this text is a button labeled 'Add Calendar'.

At the bottom of the page, there is a footer with the text: 'E-Mail: sais@finance@state.az.us Copyright © 2001 Arizona Department of Education. All Rights Reserved.'

Figure 6. Add Page

B. Entering Calendar Dates

A.R.S. §15-341.01 states that “Notwithstanding any other law, school instruction shall be conducted in each public school in this state for school sessions that total at least one hundred eighty days each school year”. This is an increase from the present one hundred and seventy five days. Statute also states that this increase will be conducted in phases. The first increase will be in FY 2001-2002 and the increase will be to one hundred seventy six days. It will increase one day every Fiscal Year, with the last increase being in FY 2005-2006. The system has been programmed to accommodate these changes every year. A feature has been placed on this page indicating the minimum days school can be in session. This change applies to schools operating on a school year as prescribed in A.R.S. §15-801A. Schools that have been exempt from operating on a school year, in accordance with A.R.S. §15-801A, will be required to have at least one hundred and forty-one day that school has to be in session for FY 2001-2002. The last increase will be in FY 2005-2006 with the minimum days in session being one hundred and forty-four. Note: In FY 2002-2003 an increase will not take effect.

Select the days in which school is in session. Monday through Friday has been preselected. If school is in session on Saturday or Sunday click within the box and a check mark will appear. To remove a check within the box, just click in the box and this action will remove the check mark. In creating entities' calendar notice the format for keying in dates. If an error has been made click on the “RESET” button and this will clear all dates. If making corrections within a certain box highlight the entire block and re-enter in correct date.

Once all the fields are complete click on “SUBMIT” button.

Information and Financial Services
SAIS - School Finance

Arizona Department of Education

Calendar Information

CTDC: 096205715
Name: The Treasurer Group, Inc.
Fiscal Year: 2000-2001
Track Month: [Redacted]
Month: July
Days In Session: 9

Please select the days school is in session.
☐ Sun ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat

Please enter the following dates in the format (mm/dd/yyyy)

First Day of School		Last Day of School	
First Day of Winter Break		Last Day of Winter Break	
First Day of Spring Break		Last Day of Spring Break	

Reset Submit

Once you submit it might take a few minutes to process, please wait ...

E-Mail: saisinfo@doe.state.az.us

Figure 7. Calendar Date Page

Insure when keying dates format is as follows: mm/dd/yyyy (08/16/2000)

C. Activate Calendar

The system has been programmed to reflect Federal Holidays. The four holidays outlined in A.R.S. §15-801.B., (Independence Day, Veteran's Day, Thanksgiving Day, and Christmas Day), cannot be changed to Regular School Days or School in Session Days. The remainder of the holidays can be changed depending on schools schedule.

Calendar is only complete to the point where days entered on the previous page and federal holidays are reflected. If no other changes are needed calendar can be activated from here by clicking the "Activate" link on the left side of the page. There are four categories days will be highlighted in the calendar. A legend explaining the meaning of the different colors is provided below.

If changes are required use the arrow keys at the top of the calendar to scroll from month to month within the same fiscal year. Using the drop down arrow a selection box will appear allowing the ability to scroll past one month forward or one month backward. Entities should review the days entered. Any additional days that *School is not in Session* (i.e., Day After Thanksgiving, Inter-session days etc), will need to be updated.

Arizona Department of Education
Information and Financial Services
SAIS - School Finance

Calendar Information

CTIS: [REDACTED]
 Name: [REDACTED]
 Fiscal Year: 2000/2001
 Month: July
 Track Number: N/A
 Days in Session: 204
 Status: Inactive
 Access: Full

A default calendar is added, please go through each month and make necessary changes

July 2000

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Color Codes:
 Blue: Regular school day
 Red: Holiday / School not in Session
 Gray: Weekend
 Orange: Special day (First day of class, 40th day, 100th day, and Last Day of School)

First Day of School will be highlighted in Orange. Place cursor within date and window will appear indicating First Day of School

These arrows allow you to scroll forward month or backward one month.

The drop down arrow allows, drops down a list of months within this school year. Utilize this feature in order to scroll to the month of your choice.

January 2001
 February 2001
 March 2001
 April 2001
 May 2001
 June 2001
 July 2000
 August 2000
 September 2000
 October 2000
 November 2000
 December 2000

E-Mail: sais@thosasa@azsde.net

Figure 8. Calendar Page

When the “Activate” link is pressed to activate the calendar a dialog box will appear indicating the time and date the LEA Calendar was activated. Entities will have 14 days from the time “OK” button is clicked to make any changes. After the 14-day window has elapsed School Finance, ADE will need to be notified to make any changes. A link has been established on the School Finance home page under Forms for entities requesting LEA Calendar changes. Click “OK” to continue.

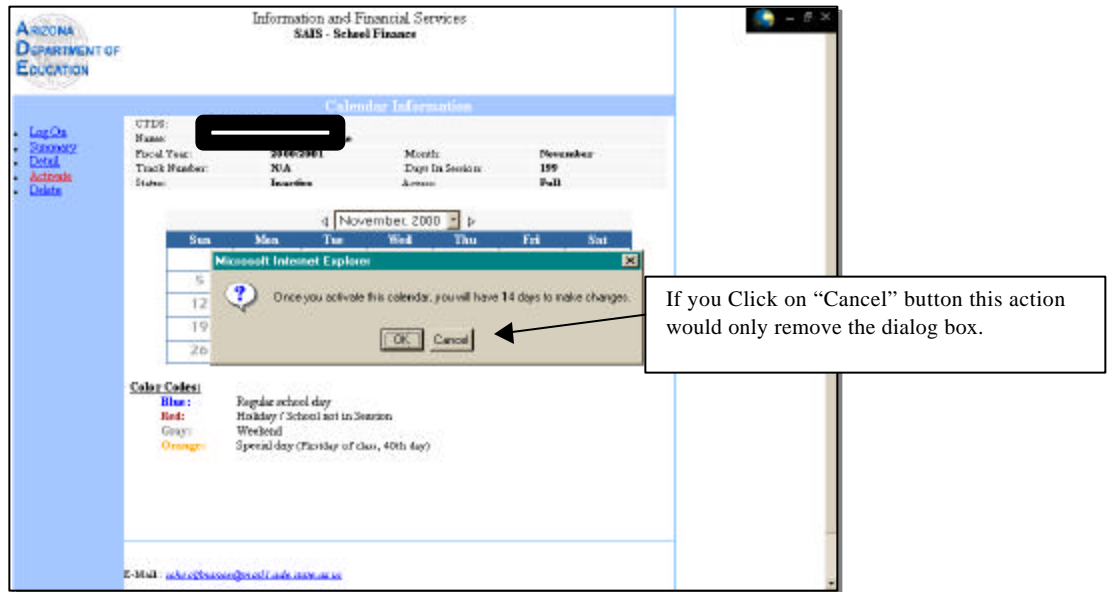


Fig 9. Activate Edit

This is confirmation page indicating calendar has been activated.

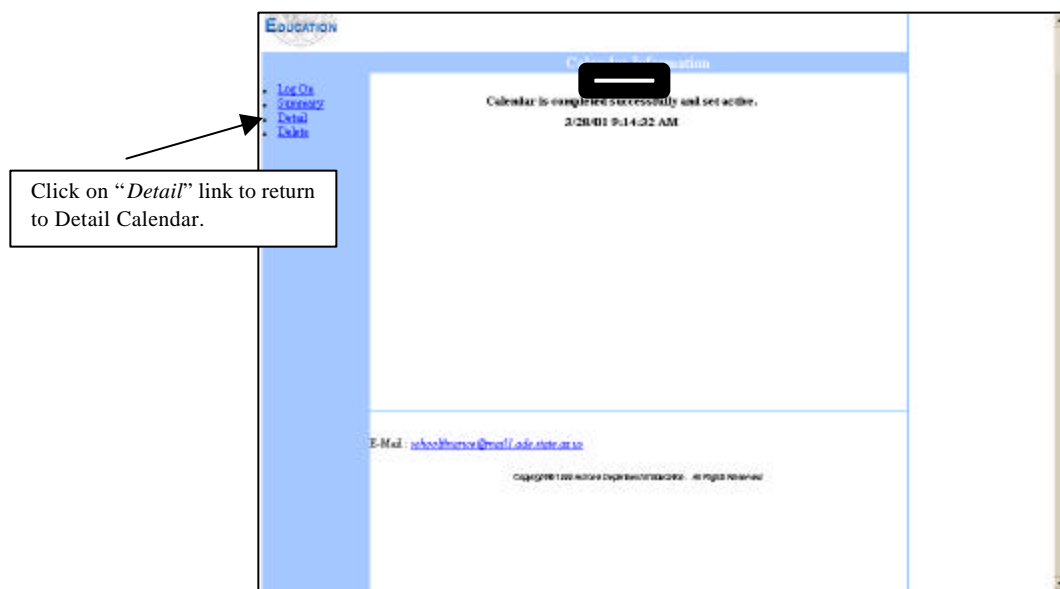


Fig 10. Activated Edit Page

D. Edit Calendar

If further changes are required to complete the calendar, scroll to the month changes are required and place cursor on the first date a change is required: In the scenario below the change that will take effect is changing the day after Thanksgiving from a “Regular School Day” to “Day after Thanksgiving”,

Place cursor on the date you wish to change and click.

Information and Financial Services
SAIS - School Finance

Calendar Information

CTIS: [Redacted]
Name: [Redacted]
Fiscal Year: 2000/2001
Track Number: N/A
Status: Active 04/06/2001

Month: November
Days In Session: 199
Account: Full

q | November 2000 | b

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	Regular School Day	

Color Codes:
Blue: Regular school day
Red: Holiday/School not in Session
Grey: Weekend
Orange: Special day (First day of class, 400 day)

E-Mail: schoolfinance@saif.azde.net

Figure 11. Calendar Page

Figure 12 below allows the date and occasion of the date selected to be viewed. If this is the date desired to make changes on click the “Edit” button. If not select the “Back” button to start over again.

Information and Financial Services
SAIS - School Finance

Calendar Information

CTIS: [Redacted]
Name: [Redacted]
Fiscal Year: 2000/2001
Track Number: N/A
Status: Active 04/06/2001

Month: November
Days In Session: 199
Account: Full

Date: 11/24/00
Occasion: Regular School Day

Back Edit

E-Mail: schoolfinance@saif.azde.net

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Fig 12. Edit Page

Using drop down arrow in Occasion line scroll to Day After Thanksgiving and click. The edit (Day After Thanksgiving) should appear in Occasion line.

Information and Financial Services
SAIS - School Finance

Calendar Information

CTID: [Redacted]
Name: [Redacted]
Fiscal Year: 2000/2001 Month: November
Track Number: N/A Days In Session: 195
Status: Active 8496/2001 Account: Full

From: 11/24/00
To: 11/24/00
Occasion: Regular School Day
Christmas Day
Columbus Day
Day After Thanksgiving
Deer Hunting Day
Easter Holiday
Fair Day
Fall Break
Good Friday
Independence Day
Indian Day
InterSession

E-Mail: sais@finance@saif1.edu.state.ar.us

Fig 13. Occasion Selection Page

. Click "Save" button and the calendar page should appear with Nov 24, in red.

schoolfinance@saif1.edu.state.ar.us."/>

Information and Financial Services
SAIS - School Finance

Calendar Information

CTID: [Redacted]
Name: [Redacted]
Fiscal Year: 2000/2001 Month: November
Track Number: 1 Days In Session: 195
Status: Inactive Account: Full

From: 11/24/00
To: 11/24/00
Occasion: Day After Thanksgiving

Reset Save

E-Mail: schoolfinance@saif1.edu.state.ar.us

Occasion Window

Fig 14. Save Occasion Page

Once the save button has been depressed the detail calendar will appear with the new change. In this case the 24th is in red. Also the counter has removed one day from the Days in Sessions row. The Status row has changed to Inactive. If this is the only change activate the calendar from here. If further changes are necessary follow the outlined procedure.

Information and Financial Services
SAIS - School Finance

Calendar Information

CTC#: [REDACTED]
Name: [REDACTED]
Fiscal Year: 2000-2001
Term Number: N/A
Status: Inactive
Month: November
Days in Session: 194
Account: Full

4 November, 2000

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	Day After Thanksgiving	

Color Codes:
 Blue: Regular school day
 Red: Holiday / School not in Session
 Gray: Weekend
 Orange: Special day (Fast day of class, 40th day)

E-Mail: sais@doe.state.ar.us

Figure 15. Calendar Page

For changes that require a date range, meaning changing two or more days in the same sequence, can following this example. Scroll to the necessary month and click inside the first day, of the date range. In the example below school will not be in session, due to **“inter-sessions,”** from April 16, 2001 to April 20, 2001.

Using the drop down arrow scroll to April 16, 2001, place cursor within date box and click.

Information and Financial Services
SAIS - School Finance

Calendar Information

CTID: [Redacted]
Name: [Redacted]
Fiscal Year: 2000/2001
Month: April
Days In Session: 194
Trunk Number: N/A
Status: Inactive
Access: Full

4 April, 2001

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Color Codes:
Blue: Regular school day
Red: Holiday / School not in Session
Gray: Weekend
Orange: Special day (First day of class)

E-Mail: sais@finance@saif.azde.net

Fig 16. Update Page (A)

Edit screen will appear. Click on the **EDIT** box, to proceed.

Information and Financial Services
SALS - School Finance

Calendar Information

CTIS: [Redacted]
Name: [Redacted]
Fiscal Year: 2000/2001
Track Number: N/A
Status: Active 0406/2001
Month: April
Days In Session: 194
Access: Full

Date: 4/16/01
Occasion: Regular School Day

Back Edit

E-Mail: sals@finance@azde.net

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Fig 17. Update Page (B)

When the Occasion page appears the **From** row should indicate April 16, 2001. In the **To** row change that date to April 20, 2001. This change can be done by placing cursor in date section and keying 20 then deleting the 16. You can also delete the entire date and key in April 20, 2001. Once this is complete click on the Occasion arrow. Scroll down until the **Inter-Session** option is highlighted and click. In the “From” row should be April 16, 2001, “To” row should be April 20, 2001 and “Occasion” row should be “Inter-Session”. Click on **Save** button.

Information and Financial Services
SALS - School Finance

Calendar Information

CTIS: [Redacted]
Name: [Redacted]
Fiscal Year: 2000/2001
Track Number: 1
Status: Inactive
Month: April
Days In Session: 194
Access: Full

From: 4/16/01
To: 4/20/01
Occasion: Regular School Day

Reset Save

E-Mail: sals@finance@azde.net

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Fig 18. Update Page (C)

Information and Financial Services
SAIS - School Finance

Calendar Information

CTIS: [Redacted]
Name: [Redacted]
Fiscal Year: 2000/2001 Month: April
Track Number: 1 Days In Session: 194
Status: Inactive Account: Full

From: 4/16/01
To: 4/20/01
Occasion: Inter-Session

E-Mail: sais.offices@staff.ade.state.az.us

Click on the drop down arrow and scroll down the selected list until you see Inter-Session selection.

Fig 19. Update Page (D)

Click on **“SAVE”** button.

Information and Financial Services
SAIS - School Finance

Calendar Information

CTIS: [Redacted]
Name: [Redacted]
Fiscal Year: 2000/2001 Month: April
Track Number: N/A Days In Session: 194
Status: Active 9-09-2001 Account: Full

From: 4/16/01
To: 4/20/01
Occasion: Inter-Session

Reset Save

E-Mail: sais.offices@staff.ade.state.az.us

Date ranges are from April 16, 2001 thru April 20, 2001.

Fig 20. Update Page (E)

Calendar with new changes should appear. Again the counter went from 194 to 189 reflecting the changes made. If this is the only change needed then “Activate” calendar. If further changes are required continue to update calendar. Some schools might have occasion where school will not be in session and there is not an appropriate title in the selection menu. For cases like this use the “**School Not In Session**” selection. It can also be used with any other combination. If there is an occasion that School is out for Spring break and returns (Regular School Day/School in Session) for a day within this period, then returns to “**School Not In Session**” status just annotate the first part of the session with the appropriate break “**Spring Break**”, and then the second half of the session with “**School Not In Session**” selection.

Information and Financial Services
SAIS - School Finance

Calendar Information

CID: [Redacted]
 Name: [Redacted]
 Fiscal Year: 2000/2001 Month: April
 Track Number: N/A Days in Session: 189
 Status: Inactive Action: Full

4 April, 2001

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Color Codes:
 Blue: Regular school day
 Red: Holiday / School not in Session
 Gray: Weekend
 Orange: Special day (First day of school)

April 16, 2001 thru April 20, 2001 is highlighted in red indicating School not in Session. Also the Days in Session changed from 194 to 189. The Calendar is now Inactive therefore, needs to be Activated by pressing on the ACTIVATE button.

E-Mail: sais@thomas@msd1.sds.k12.ar.us

Fig 21. Update Page (F)

NOTE: It is important to understand that in order for ADE, School Finance to consider an entities calendar as complete the LEA Calendar must have been “**Activated**”. A calendar that has not been “**Activated**” will not be considered as complete and can delay the funding process for that entity.

E. Delete Calendar

The last option in editing is Deleting the Calendar. The action erases all dates and default to the Option Page (Fig 5.). This option should only be used when it is necessary to start all over again.

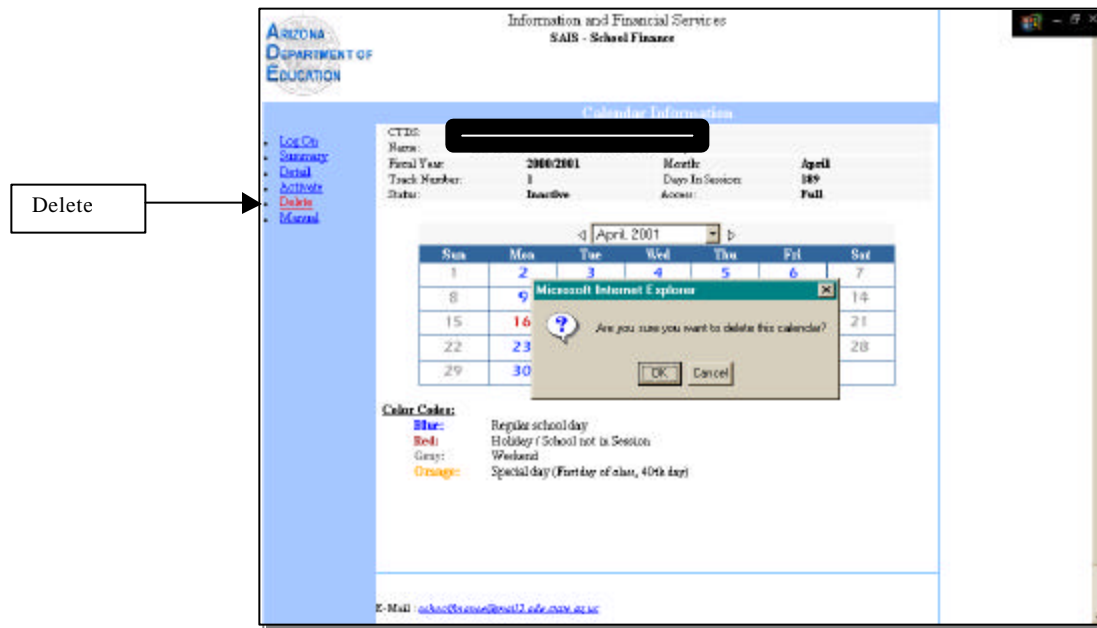


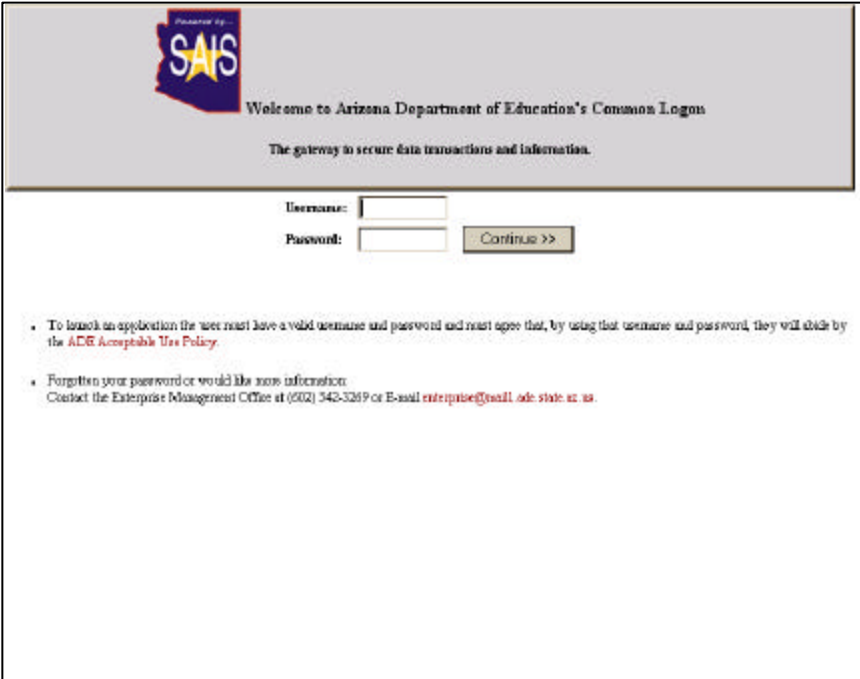
Fig 22. Delete Option

SUBMITTING DEPENDENT ENTITY CALENDAR

The two scenarios explained give entities enough information to complete and submit their calendar. Again, if the dependent entity follows the same schedule as the parent entity this will be all that is required from the parent entity. Note that there is a fourteen-day window that entities can make changes. Once the LEA Calendar had been activated and 14 days have elapsed complete and e-mail the form in Appendix A.

The following information is provided for parent entities that are required to submit an LEA Calendar.

The starting point will be Common Logon. Enter Username and Password. Click on the **“Continue”** button to proceed.



SAIS
Welcome to Arizona Department of Education's Common Logon
The gateway to secure data transactions and information.

Username:
Password:

- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE's Acceptable Use Policy](#).
- Forgotten your password or would like more information:
Contact the Enterprise Management Office at (602) 543-3269 or E-mail enterprise@mail.ade.state.az.us.

Fig 23. Common Logon Page

Place cursor on “**LEA Calendar**”



Fig 24. LEA Calendar Page

A. Dependent Entity Calendar Selections

Click on the drop down arrow to select dependent entity. Click on the “**GO**” button.

The screenshot shows a web application interface for the Arizona Department of Education's SAIS - School Finance system. The page is titled "Calendar Information" and contains a form for selecting a school/district. The form includes a "Name:" label, a text input field with a dropdown arrow, and a "Go" button. The left sidebar contains links for "Log On" and "Home". The footer includes an email address "schoolfinance@doe.az.gov" and a copyright notice for 1998.

Arizona
DEPARTMENT OF
EDUCATION

Information and Financial Services
SAIS - School Finance

Calendar Information

Select a School/District from the list.

Name:

Go

E-Mail: schoolfinance@doe.az.gov

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Fig 25. LEA Dependent Entity Page

B. Dependent Entity Calendar Options

The calendar options remain the same with the exception of the Track Number Field. In the Track Number Field there will be a drop down box indicating from 1-4. This allows dependent entities that operate on different tracks to submit a LEA Calendar for every track. An LEA Calendar will only be needed on dependent entities that operate on a different schedule from the parent entity.

After appropriate selections have been made place cursor on “**GO**” button and click.

The screenshot shows a web application window titled "Information and Financial Services SAIS - School Finance". The main content area is titled "Calendar Information". On the left, there is a sidebar with "Log On" and "Manual" links. The form contains the following fields and controls:

- CTES: [Redacted]
- Entity Name: [Redacted]
- Select the following information:
- Fiscal Year: [2000/2001]
- Month: [July]
- Track number: [1] (dropdown menu is open showing options 2, 3, 4)
- Information: [Calendar] (dropdown menu)
- Go button
- Footnote: Select Month if Selecting Detail Calendar Information
- E-Mail: edward@marco@mail.azde.net

Fig 26. Dependent Entity Calendar Options

C. Dependent Entity Selections

Dependent entity should remove the check mark from the Inherit District Calendar field. Placing cursor within check mark box and click can do this. After this is done click on **Add Calendar** button.

Information and Financial Services
SAIS - School Finance

Calendar Information

CTIS:			
Name:			
Fiscal Year:	2000/2001	Months:	July
Track Number:	1	Days In Session:	0

No Calendar Information Found
You can add new calendar information.

Add Calendar

☒ Inherit District Calendar

E-Mail: sais@doe.state.ar.us

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Fig 27. Inherit District Calendar

NOTE: In this scenario a school district was used. For charter holders field will read: Inherit Holder Calendar.

Check the days school is in session and then key in dependent entity's days. This will load the calendar. If Saturday or Sunday is check marked then all Saturday/Sundays will be considered Regular School Days. Placing or removing a check mark will adjust the counter in the **Days in Session** field.

Once this is done click on "**Submit**" button.

Fig 28. Dependent Entity Load Page

For entities that operate on a four day calendar place cursor in the check mark box and click appropriate day to remove. In following example Friday is removed. This action will make all Fridays as school not in session days and highlighted in red.

When check mark is removed the Minimum Days in Session also defaults to appropriate days. If six days are check the default will remain at 176.

Fig 28A. Dependent Entity Load Page

If there are no other changes required then **“Activate”** the calendar.

Information and Financial Services
SAIS - School Finance

Calendar Information

CTID: [Redacted]
 Name: [Redacted]
 Fiscal Year: 2000/2001 Month: July
 Term Number: 1 Days In Session: 224
 Status: Inactive Account: Full

July 2000

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Color Codes:
 Blue: Regular school day
 Red: Holiday / School not in Session
 Gray: Weekend
 Orange: Special day (Tuesday of class, 40th day)

E-Mail: sais.offices@doe.state.ar.us

Fig 29. Dependent Entity Calendar

To continue editing the calendar please follow the instructions laid out in **EDIT CALENDAR**. In all cases when finished editing the calendar remember to **“Activate”** the calendar.

SUMMARY CALENDAR

In lieu of reviewing the calendar by scrolling from month to month an overall view can be seen by selecting the Summary button on the left-hand side. Place your cursor on “Summary” and click. The calendar can be activated or deleted from the Summary calendar. Other features are the Days in Session. When determined that the calendar is Activated and wish to log off place cursor on “Log On”, this will default back to the Common Log On Page.



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- [Log On](#)
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- [Manual](#)

Calendar Information

CTDS:

Name:

Fiscal Year: 2000/2001

Track Number: N/A

Status: Inactive

Summary

Days In Session: 189

Access: Full

Date	Day of Week	Occasion
7/4/00	Tuesday	Independence Day
8/10/00	Thursday	First Day Of Class
9/4/00	Monday	Labor Day
10/5/00	Thursday	40th Day
10/9/00	Monday	Columbus Day
11/10/00	Friday	Veteran's Day
11/23/00	Thursday	Thanksgiving Day
11/24/00	Friday	Day After Thanksgiving
12/18/00	Monday	First Day Of Winter Break
12/19/00	Tuesday	Winter Break
12/20/00	Wednesday	Winter Break
12/21/00	Thursday	Winter Break
12/22/00	Friday	Winter Break
12/23/00	Saturday	Winter Break
12/24/00	Sunday	Winter Break
12/25/00	Monday	Christmas Day
12/26/00	Tuesday	Winter Break
12/27/00	Wednesday	Winter Break
12/28/00	Thursday	Winter Break
12/29/00	Friday	Winter Break
12/30/00	Saturday	Winter Break
12/31/00	Sunday	Winter Break
1/1/01	Monday	New Year's Day
1/2/01	Tuesday	Winter Break
1/3/01	Wednesday	Winter Break
1/4/01	Thursday	Winter Break
1/5/01	Friday	Winter Break
1/15/01	Monday	Last Day of Winter Break
1/23/01	Thursday	Martin Luther King Day
2/19/01	Monday	100th Day
3/5/01	Monday	Presidents' Day
3/15/01	Tuesday	Spring Break
3/16/01	Wednesday	Spring Break
3/17/01	Thursday	Spring Break
3/18/01	Friday	Spring Break
3/19/01	Monday	Spring End
4/1/01	Monday	Intra-Session
4/1/01	Tuesday	Intra-Session
4/1/01	Wednesday	Intra-Session
4/1/01	Thursday	Intra-Session
4/2/01	Friday	Intra-Session
5/28/01	Monday	Memorial Day
6/15/01	Friday	Last Day Of Class

E-Mail: sais@doe.state.az.us

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Fig 30. Summary Calendar

Wrap Up

School Finance hopes this manual serves its purpose in helping users fill out the LEA Calendar. Please forward any comments and/or suggestions to the Arizona Department of Education School Finance at (602) 542-8797 or e-mail msalina@ade.az.gov. All suggestions and comments to improve this manual are highly welcomed.

APPENDIX A

Request for changes should be filled out on the following form and e-mailed to msalina@ade.az.gov.

Request for Calendar change	
CTDS_____	School Name_____
Fiscal Year_____	Track Number_____
Reason for Change:	
Summary of Change:	
Authorized Signature: * _____ Date: _____	
* Signature required from Superintendent/Business Manager/Entity Administrator only	
Please e-mail to: msalina@ade.az.gov	